

2007/2008

Multifamily Beverage Container Recycling Grant Solicitation



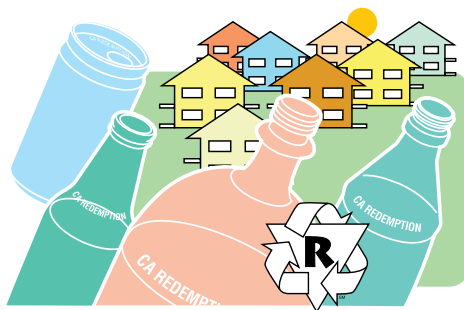
The California Department of Conservation (Department) is providing a maximum of \$5 million to local governments or nonprofit agencies to establish a beverage container recycling collection program that will place source-separated beverage container recycling receptacles in low-income, multifamily housing communities in California, pursuant to Public Resources Code (PRC), Division 12.1, Chapter 7, Section 14581(a)(16). Source separation means materials, including commingled recyclables, that have been separated or kept separate from the solid waste stream for the purpose of additional sorting or processing those materials for recycling.

California Health and Safety Code Sections 50079.5, 50105 and 50106 provide that the state limits for the low-, very low-, and extremely low-income categories will be the same as those in the equivalent levels established by the U.S. Department of Housing and Urban Development (HUD) for its Section 8 (HCV) program (see official state income limit notice on the California State Housing and Community Development's website: <http://www.hcd.ca.gov/hpd/hrc/rep/state/incNote.html>).

Organizations interested in applying must submit a Proposal Package to the Department by 5:00 p.m., Friday, June 15, 2007.

BACKGROUND

The California Department of Conservation Division of Recycling administers the California Beverage Container Recycling and Litter Reduction Act (Act) which governs the recycling of California Redemption Value (CRV) beverage containers. The primary goal of the recycling program is to achieve an 80% recycling rate for all aluminum, glass, plastic and bi-metal beverage containers sold in California.



WHO CAN APPLY?

Local government entities and non-profit organizations in California may apply.

QUESTION/ANSWER PERIOD

Questions must be submitted in writing to:

Grants@conservation.ca.gov.

or:

**Department of Conservation
Community Outreach Branch**
801 K Street, MS 17-01
Sacramento, CA 95814-3533

Questions and answers will be posted weekly on the Department's website at http://www.consrv.ca.gov/dor/grants/grant_seekers/Images_files/Q&A.pdf and may be mailed or faxed upon request to applicants without Internet access. In order to maintain fairness among all applicants, questions regarding specific projects cannot be answered. Please refer to the anticipated schedule on page 3 for specific dates.

GRANT FOCUS

The Department is seeking proposals for the purpose of establishing a beverage container recycling collection program that will place source-separated beverage container recycling receptacles in low-income, multifamily housing communities in California.

To assist potential applicants in identifying low-income, multifamily housing communities in their area, local, state and federal agency websites listing subsidized housing developments are provided:

California State Housing and Development -
<http://www.hcd.ca.gov/fa/affrdbble-housng.html>

California Housing Finance Agency (CalHFA) -
<http://www.calhfa.ca.gov/multifamily/apartment-info/index.htm>

US Dept. of Housing and Urban Development -
<http://www.hud.gov/apps/section8/step2.cfm?state=CA.California>

California Tax Credit Allocation Committee -
<http://www.treasurer.ca.gov/ctcac/projects.pdf>

Rural Development, US Dept. of Agriculture -
http://rdmfhrentals.sc.egov.usda.gov/RDMFHRentals/select_state.jsp

US Dept. of Housing and Urban Development - list of housing authorities -
<http://www.hud.gov/local/ca/renting/hawebsites.cfm>

PROPOSAL REQUIREMENTS

To qualify for review, proposals must meet all of the following requirements:

- **Received by the Department no later than 5:00 p.m., Friday, June 15, 2007.**
- Submitted on the Proposal Form provided by the Department and not exceed six (6) pages (i.e., three (3) sheets printed double-sided). The text should be a minimum 10-point type size and printed on 8 1/2" x 11" office paper. Maps, graphs, charts, letters of support, diagrams, audits or other supporting documentation are not counted as part of the maximum page requirement.
- Support the specific grant focus.
- Submitted by an entity in good standing with the Department (no outstanding fines, penalties or audit findings due the Department).
- Provide proof of nonprofit status if a nonprofit organization. Governmental agencies are not required to provide proof of nonprofit status.
- Include one original and four (4) copies of the Proposal Package (form and supporting documentation).
- Proposal Form must be signed by a person with authorization to bind the individual, entity or organization to a grant agreement.

The Department will disqualify Proposal Packages not meeting the proposal requirements.

PROPOSAL FORM

Complete the entire Proposal Form, including the Assembly and Senate district number(s). District numbers can be found on the website at <http://www.leginfo.ca.gov/yourleg.html> or by contacting your county library or county clerk.

Organization's Experience

- Briefly describe the organization, including the knowledge and experience that qualify it to conduct the project successfully.
- Describe the organization's experience and current activities in planning and/or developing a sustainable community.

Project Description

- Provide a detailed overview of the project. Include target audience and the region where project activities will take place.
- Provide estimated number of collection locations.
- Provide estimated number of collection bins needed to implement project.
- Provide estimated number of residents served.
- Provide material types to be collected at each location.
- Identify entity that will provide the collection service.
- Identify education and outreach activities to encourage awareness and use of the recycle bins.
- Provide an overview of how the project integrates into any existing sustainable community planning or program activities.
- Identify any partners, their roles, financial commitment, matching funds, and/or in-kind services dedicated to the project, if applicable.
- Provide letters of support from the partners, outlining their role(s) and/or financial commitment in the project.

Need

- Provide detailed information on why the project is needed.
- Describe the multifamily communities to be served and their income status.
- Explain how the project will not duplicate existing recycling services.
- Identify challenges the project will address and the steps to overcome them.
- Provide evidence to support the need and the estimated amount of CRV materials that will be recycled (*i.e., waste audit findings, volume information, potential impact, studies, or surveys*).
- Describe efforts to prepare for the project such as pilot projects conducted or research on similar projects.

Goals and Objectives

- Describe specific goal(s) or outcomes(s) that will result from this project.
- Identify objectives to help accomplish the goal(s). Each objective should be realistic, measurable, and should support the grant focus.

Work Plan

- List the major activities, steps or tasks to implement your project, including start and completion dates.
- Provide a logical timeframe for activities, taking into consideration the potential for delays.
- Use the anticipated schedule provided to determine start dates.
- Include 12 months of CRV volume reporting.



Performance Measures

- Identify measurable data to be collected and the methods for collecting and tracking it.
- Describe the methods that will be used to evaluate and measure the interim progress and final outcome(s)/success of the project (i.e., monthly volume reports).
- Explain how evaluation findings will be used to modify or improve the project.

Budget

- Complete the budget section.
- Provide an itemized breakdown associated with project activities (personnel, equipment and operating expenses).
- All line items must be necessary, reasonable, and cost-effective.
- In narrative format, justify and support all expenditures in the space provided.
- Applicants are encouraged to obtain a minimum of three (3) bids for products and services over \$500 and to retain copies of all bids for review if the grant is awarded.
- Applicants are strongly encouraged to request funds for costs relating to project start-up and not for ongoing operation, salaries, or maintenance.
- Identify any budgetary contributions or matching funds other than the Department's and cost savings derived from volunteers or in-kind services.
- Consider the cost of signage for collection bins, future price increases, sales tax, shipping/delivery, and other fees.
- Overhead and administrative costs are not allowed.
- Whenever possible, applicant should consider purchasing recycled-content equipment and products manufactured from recycled and/or post-consumer beverage container material.

Project Sustainability

- Provide a detailed plan for sustaining the program after the grant term ends. Include all information pertaining to financial resources and commitments that will ensure long-term sustainability (i.e., tasks, staff, timeframe, salaries and deliverables).
- Describe how the program will continue to be evaluated and monitored following the grant term, and identify who will be responsible for doing so after the grant term ends.

HOW TO SUBMIT PROPOSAL

Proposal Packages must be submitted by mail (certified mail is recommended) or hand delivered to the following address:

**Department of Conservation
Community Outreach Branch**
801 K Street, MS 17-01
Sacramento, CA 95814-3533

Proposal Packages will not be accepted electronically or by fax. Information provided by the applicant after the **final filing date of June 15, 2007, will not be accepted.**

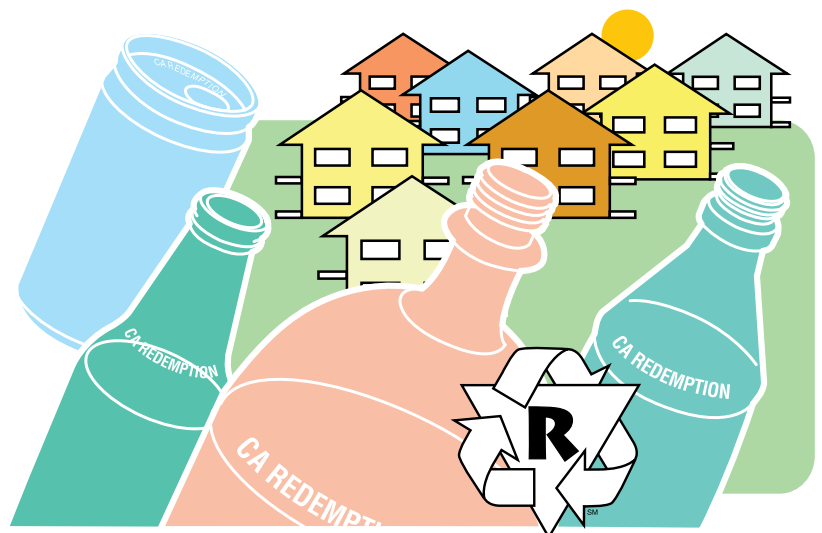
ANTICIPATED SCHEDULE

DATE	ACTIVITY
May 9, 2007	Release Solicitation
May 9, 2007 - June 6, 2007	Question and Answer Period
June 15, 2007	Proposals Due
August 2007	Awards Announced
September 2007	Projects Begin

EVALUATION AND SCORING

An evaluation committee will review and score proposals according to the proposal scoring evaluation criteria. Scores will be based on the merits of information submitted in the proposal. The evaluation committee may suggest modifications in the budget and work plan. The recommendation from the evaluation committee will include a funding level for each proposal. Proposals recommended for funding must receive final approval by the Department Director.

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PROPOSAL SCORING EVALUATION CRITERIA



Points

10	Project Description: Description is clear, includes target area and region where project will take place. Provided estimated number of: 1) collection locations, 2) bins needed, 3) residents served, and 4) material types to be collected. Identifies education and/or outreach activities. Identifies collection service provider. Project is integrated into existing sustainable community planning or program activities. Identifies partner(s), their role(s), financial commitment, matching funds, and/or in-kind services dedicated to the project, if applicable. Provided letter(s) of support from partner(s).
20	Need: Clearly and convincingly demonstrates why the project is needed. Describes the multifamily communities to be served and their income status. Explains how the project will not duplicate existing recycling services. Describes challenges the project will address and the steps to overcome them. Provides evidence to support the need (i.e., waste audit findings, volume information, potential impact, studies, surveys), and estimated amount of CRV materials that will be recycled. Describes efforts to prepare for project (i.e., pilot project, researching similar program).
20	Goals and Objectives: Clearly describes what the project is going to accomplish and how it relates to the need. Identifies realistic and measurable objectives to help accomplish the goal(s). Goal(s) and objectives support the grant focus.
10	Work Plan: Identifies major activities and deliverables needed to successfully complete the project. Provides a logical timeframe for accomplishing the activities with start and completion dates, including 12 months of CRV data collection.
15	Performance Measures: Identifies measurable data to be collected, and methods for collecting and tracking it. Identifies methods that will be used to evaluate and measure the interim progress and final outcome(s)/success of project. Describes how evaluation findings will be used to modify/improve the project.
10	Budget: Provides a complete, itemized cost breakdown consistent with project activities. All line items are necessary, reasonable, and cost-effective. Provides quotes, estimates, or other documents to support the cost requested. Identifies budgetary contributions and/or matching funds (other than the Department's) and cost savings derived from volunteers or in-kind services. Clearly justifies and supports all expenditures.
15	Sustainability: Provides a reasonable and detailed plan for sustaining the project after the grant term ends. Provided information pertaining to financial resources and commitments that would ensure long-term sustainability (tasks, staff, timeframe, salaries, deliverables). Describes how the project will continue to be evaluated, monitored and who will be responsible for doing so after the grant term ends.
100	TOTAL

GRANT ADMINISTRATION

Grants awarded by the Department are administered through grant agreements. Grant agreements consist of terms and conditions, grant summary, budget and work plan. A sample grant agreement can be downloaded from the Department website by clicking on the Sample Grant Agreement Terms and Conditions link: http://www.consrv.ca.gov/dor/grants/grant_seekers/Images/files/GA_Sample.pdf. Applicants should review the sample agreement prior to preparing the proposal to ensure the organization is able to comply with all terms and conditions.

All expenses incurred by the grantee are reimbursed in arrears, based on actual costs and require compliance with the grant agreement. Advance payments of grant funds are not allowed. Expenses incurred prior to the effective date of the grant agreement or after the termination date of the grant agreement are not reimbursable. The Department will retain ten (10) percent of each reimbursement until all tasks outlined in the grant agreement are completed. Final payment of the retained funds will be made only after approval of the final report.

As a condition for receiving grant funds, grantees must comply with all certification or registration requirements (*if applicable*). Grantees are required to submit status reports, including volume and revenue information for all CRV materials collected.